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| <p style="text-align: center;"><b>SAMPLE LETTER</b><br/><b>Initial Probationary Employee</b><br/><b>From the Agency Appointing Authority</b></p> |
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**DATE**

**EMPLOYEE'S NAME**  
**ADDRESS**

Dear **[EMPLOYEE'S NAME]**:

This letter serves as official notice of your dismissal from the **[DEPARTMENT OR AGENCY NAME]** effective **[ACTUAL DATE]**.

**[INCLUDE IF DESIGNATED AS INELIGIBLE FOR REHIRE: Please note that due to your performance and/or conduct, you are ineligible for rehire with this agency. This designation applies only to this agency and does not preclude other state agencies from considering you for future employment.]**

As an initial probationary employee with this department, you are unable to appeal this separation through the appeal process pursuant to Rules of the e Department of Human Resources, Chapter 1120-11. You will receive a lump sum payment for any annual or compensatory time to your credit. You will be required to turn in your **[STATE ISSUED PROPERTY, E.G., KEYS, CELL PHONE, ID CARD/BADGE]** and any other property belonging to state government before you leave the office today.

If you have any questions or need additional information, you may contact **[HUMAN RESOURCES DIRECTOR OR OTHER APPROPRIATE CONTACT]** at **[TELEPHONE NUMBER]**.

**[CLOSING AND APPOINTING AUTHORITY SIGNATURE]**

cc: Commissioner, Department of Human Resources